

Articles Published by AMS in 1976

Periodical abbreviations: MW — Management World GEN — The Generalist

ADMINISTRATIVE SERVICES

- Business Car Guide, MW, Feb.
Business Letter Cost Up Again, MW, July.
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Cost of Business Letter, GEN, Spring
Eliminate Individual Addressing, G. W. McBride, MW, Sept.
Envelope Standards Recommended, GEN, Nov.
Fire Protection Course, GEN, Spring
Fire Retardant Material, GEN, Spring
Fleet Operation, E. D. Woisard, MW, May
Flexitime — Flexible Hours Boost Job Satisfaction, Dr. Zane Quible, MW, Dec.
Light Polarizing Panels, GEN, Oct.
Mailroom — 3 Days/Week, Kenneth B. Nyman, MW, May
Mr., Mrs., Miss, Ms, or? MW, May
New Plan Lowers Postal Insurance, MW, Dec.
NYC's Suggestion Plan, GEN, Sept.
Numerical Dating in Canada, GEN, Oct.
Office Collections, MW, Jan.
Postal News: U.S. Increase, Regulations in Canada, GEN, Sept.
Quality Standards for Paper Established, GEN, Nov.
Reductions in Postal Rates? MW, July
Report Reference Sheet, Kenneth Oslund, MW, May
Role Playing for Safety, MW, June.
Security Guard for Parking Lot, C. Tripp, MW, May.
Speedier Mail, MW, March.
Speeding Mail Delivery, GEN, Nov.
Suggestion Systems May Cost, GEN, Spring.
Supervisor's Accident Report (Internal), Sam J. Crain, MW, July.
Tips For Saving Electricity, J. F. Towsen, MW, July.

EDUCATION

- Businessmen and Teachers: Closing The Gap, Joan S. Briggaman, MW, April.
Education, Selection & Training of Word Processing Personnel, Gerald L. Hershey, MW, Jan.
Educating Young Minds, MW, Jan.
Female College Grads, GEN, Sept.
Job Prospects For '76 Grads, GEN, Spring.
The Missing Link, Ronald J. Patten, Ph.D., C.P.A., MW, Jan.
Personal Values Determine Job Choice, GEN, Sept.
A Student Project in Office Management, Dr. Eleanor Bujea, MW, Feb.
Student Teamwork: Consulting Program to Small Business, Joseph F. Byrnes, MW, Jan.

- Warming Up The Hotline Between Business and Education, William F. Beatty, MW, Jan.

- Wider Horizons For Youth — An Alternative Education Program, Florence M. Wellman, MW, Jan.

FINANCIAL MANAGEMENT

- The Basis of a Good Accounting System, Norman H. Wright, Jr., MW, Apr.
Break-Even Analysis, Norman H. Wright, Jr., MW, June.
Checking Invoices, Carole A. Taylor, MW, May.
Comparison of Absorption and Direct Costing Methods, Norman H. Wright, Jr., MW, Aug.
Educational Expenses Reported To IRS, GEN, Spring.
Electronic Funds Transfer (EFT), GEN, Sept.
ERISA Causes Drop in Pension Plans, MW, Dec.
ERISA Confusion, MW, Sept.
ERISA Reminder, MW, March.
Executive Health Plans, MW, May.
"Floor Plans" Extra Benefit, MW, Oct.
A Fresh Approach to Incentive Compensation For Executives, Richard Perego, MW, Dec.
Giving Employees a Stake, MW, Aug.
Group Life Insurance — A Plus for Your Employees, Harvey W. Rubin, Ph.D., C.L.U., MW, Oct.
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HMOs Picking Up, MW, July.
Insurance Aid For Business, MW, Oct.
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Minimum Pension, GEN, Spring.
1976 Tax Reform Act Explanations, GEN, Nov.
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Public Reports on Interim Financial Statements, GEN, Spring.
Relief For Your Personal Budget Headaches: An Escrow Account, Carl W. Johnson, C.A.M., MW, Aug.
Scheduling Payables, S. Snead, MW, May.
Social Security and Medicare Changes, GEN, Sept.
Split Dollar Life Insurance, Harvey W. Rubin, Ph.D., C.L.U., MW, Sept.
The Story of Opinions: What Exactly Do CPAs Do to Perform an Audit? Carlo A. Odella, MW, June.
Tax Advantages of a Move, GEN, Sept.
Tax Savings From Group Life Plans, GEN, Nov.
Two Checking Accounts, GEN, Oct.
Vacations — Time or Bonus, Forrest Veal, MW, Sept.

- Zero-Base Budgeting, GEN, Sept.

- Zero-Base Budgeting, Jim N. Bruno, MW, Oct.

- Zero-Base Budgeting Decision Packages, Norman H. Wright, Jr., MW, Dec.

- Zero-Base Planning and Budgeting, Norman H. Wright, Jr., MW, Oct.

MANAGEMENT EDUCATION

- Accident-Prone Males, MW, Feb.
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All That Bureaucracy, Jim N. Bruno, MW, May.
Are You A Sexist Dictator?, Dr. Robert J. Motley, MW, May.
Assessing Organization Effectiveness, Eugene H. Hunt, Ed.D. and Kurt Olmosk, Ph.D., MW, Sept.
AT&T Under Assult, GEN, Oct.
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Body Talk, William H. Hill, MW, May.
Booklets on Women's Legal Status Offered, GEN, Nov.
"Boss Psychology," Charles C. Vance, MW, March.
Business Flying Fatalities Low, GEN, Nov.
The Businessman and Ethics, George R. Carnahan, MW, May.
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Buying on Time, MW, Sept.
Can We Fill the Energy Barrel By the Year 2000?, George D. Buchanan, MW, June.
Canada Extends Fishing Limits, MW, Aug.
Canada's Economy in World Recovery, Dr. Douglas D. Peters, MW, Aug.
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Committees: Constructive or Chaotic?, Charles A. Burden, D.B.A., MW, March.
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Development of Human Skills Through Tape Cassettes, Eugene H. Hunt, Ed.D., MW, Jan.
Dictating Helps Remind, Jim Welch, MW, July.
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The Effects of Mass Production, GEN, Nov.
Electricity Rate Readjustment May Mean Layoffs, GEN, Nov.
The Ethics Question — Every Manager



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- Must Face It, George R. Carnahan, MW, March.
- The Ethics Question, Legally Speaking, George R. Carnahan, MW, April.
- Famous Writers on Management Quiz, Eugene H. Hunt, Ed.D., MW, March.
- Fire Losses Down, MW, Sept.
- A Framework for Organization Effectiveness, Eugene H. Hunt, Ed.D., and Kurt Olmosk, Ph.D., MW, July.
- Fuel From The Sea, MW, May.
- The Generalist To Start in September, Francis X. Perret, MW, Aug.
- Geothermal Resources Under Study, GEN, Nov.
- Goodbye Business Suits, MW, May.
- Government Can Work If Elected Officials Are Good Managers, Meyer Drucker, MW, Nov.
- The Graduate's Shrinking Salary, MW, Aug.
- Ideas for Growth, Jim N. Bruno, MW, Feb.
- Improving Employee Performance Assessments, Gerald L. Hershey, MW, Feb.
- In Anticipation, Jim N. Bruno, MW, March.
- International Conferences-Information, Fellowship & Fun, Ann Eggebrecht, MW, Dec.
- Job Stress, GEN, Sept.
- Keeping Abreast of Today's Business Trends, Panos Apostolidis, Ph.D., MW, Aug.
- Know Others, Dr. C. B. Steigler, MW, May.
- Know Yourself, Thomas H. Inman, Ph.D., MW, May.
- Light Rail Transit, MW, Feb.
- Living Expenses in Foreign Countries, GEN, Spring.
- "Loafer's Heart" — A Hidden Hazard to Your Health, Doug R. MacLennan, B.Sc., MW, July.
- Making a Political Gift?, MW, Oct.
- Managerial Risk Taking, Eugene H. Hunt, Ed.D., MW, May.
- The Many Facets of an Environmental Planner, Terry Vani, MW, June.
- Measuring Up to the Metric System, Walter H. Smith, Jr., MW, Feb.
- More Scientific Research to Canadian Industry, GEN, Oct.
- News from Orbit, MW, Apr.
- Once Upon A Future, C. Spencer Everhardt, MW, Jan.
- Organization Development: A Systematic Process, Gene E. Burton, MW, March.
- Organization Development — Reviewing Change Strategies, Gene E. Burton, MW, Apr.
- Organizational Development: What Is It?, Gene E. Burton, MW, Feb.
- An Ounce of Prevention, MW, June.
- Our Tranquilized Society, MW, May.
- The Politics of Inflation, Dr. J. H. Foegen, MW, June.
- Portable EKG System, MW, Feb.
- Power from the Sea, GEN, Oct.
- Power, Leadership, and Organization Improvement, Eugene H. Hunt, Ed.D., and Kurt Olmosk, Ph.D., MW, Nov.
- The President — The Ultimate Manager, Jim N. Bruno, MW, Nov.
- Preventing Employee Accidents With Biorythm, James E. Hunter, MW, May.
- Protect Your Assets Through Estate Planning, Lois E. Bourgeois, MW, July.
- Public Distrust, MW, March.
- Readers Respond to the Smoking Issue, MW, Dec.
- Reducing Gas Consumption, MW, Nov.
- Salesman Stereotype No Longer Prevalent, GEN, Spring.
- SBA Office of Advocacy, GEN, Oct.
- Seminars Smashing Success, MW, March.
- Should Smoking Be An Issue in the Office?, Ed Falk, MW, July.
- Should Smoking Be an Issue in the Office?, A Rebuttal, William F. Dwyer, MW, Oct.
- Space Medicine, MW, June.
- Spring Training, Harry C. Rotenbury, MW, Nov.
- Strengthening Foreign Marketing Programs, Vinay Kothari, Ph.D., MW, Sept.
- Sun Shines on Economy, MW, July.
- Support for Free Enterprise, GEN, Oct.
- Support for Supervisors, MW, June.
- Take a Look at Little Jack Horner . . . Harry Rotenbury, MW, Apr.
- Ten Steps to Restoring a Loafer's Heart, Doug R. MacLennan, B.Sc., MW, Aug.
- Ten Steps Toward A Successful Work Measurement Program, Karl D. Hellwig, MW, Nov.
- That Elusive Pat On the Shoulder, Jim N. Bruno, MW, July.
- Theft From Within, MW, Aug.
- TM — An Investment With Positive Returns, Robert B. Kory, MW, Nov.
- Towards the Year 2000, Otto C. Lee, MW, Jan.
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- The Well Protected Consumer, MW, Oct.
- Weight Loss Study, GEN, Oct.
- What Is Your Management Style?, Robert M. McGredy, MW, Oct.
- What You Should Know About EFTS, William R. Moroney, MW, Nov.
- When in Rome . . . MW, Apr.
- Winding Up Your Boss: Managers Need Motivation, Too, D. D. Warrick, MW, July.
- World's Largest Roof, MW, Jan.
- A Year of Growth, Jim N. Bruno, MW, June.
- You Operate Machines and Manage People, Jim N. Bruno, MW, Sept.
- Your Management Partner, The Specialist in Your Office, Dr. Geraldine Kline, MW, March.
- PERSONNEL**
- A Way to Motivate Supervisors, Fred P. Adams, Ph.D., MW, March.
- Accounting Your Human Resources, Alan J. Reff, MW, Aug.
- Affirmative Action Pamphlet, MW, Sept.
- Alcoholism Programs, MW, Nov.
- Arbitration — Remedy for Job Discrimination Claims, Robert Coulson, MW, Feb.
- Canada's Labor Force, MW, Sept.
- Canadian Wives in Labor Force, GEN, Spring.
- Clerical and DP Salaries Higher in Canada, GEN, Oct.
- Concern for Employee Opinion, GEN, Oct.
- Contract Staffing: A New Personnel Option, Carole A. Taylor, MW, Apr.

Demand for Executives, GEN, Spring.
 Disabled Workers, MW, Apr.

EEO Series Part 1: Equal Employment Opportunity: Law and Labyrinth, Gene E. Burton, Dev S. Pathak, David B. Burton, MW, Sept.

EEO Series Part 2: Recruiting, Testing, and Selecting: Delicate EEO Areas, Gene E. Burton, Dev S. Pathak, David B. Burton, MW, Oct.

EEO Series: Part 3: The Personnel Puzzle, EEO's Effect On The Job, David B. Burton, Dev S. Pathak, Gene E. Burton, MW, Nov.

EEO Series: Part 4: How To Develop An Affirmative Action Plan, Dev S. Pathak, David B. Burton, Gene E. Burton, MW, Dec.

EEO Survey Shows Mixed Reaction, MW, Aug.

EEO Tips, MW, Sept.

Employment Up In Canada, MW, Dec.

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Thinking of Starting a Skills Inventory System?, Richard A. Kaumeyer, Jr., MW, Sept.

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What MBAs Earn, GEN, Oct.

What Should the Chief Executive Be Paid in 1976?, Richard Perego, MW, July.

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The Basics of Computer Output Microfilm (COM), Harold G. Nonemacher, MW, June.

Computers Exceed Users Expectations, GEN, Nov.

Computerize, Continued, Ernst Lanzendorfer, C.A.M., MW, May.

Computerized News, MW, March.

Controlling Time-Sharing Computing, T. Richard Roache, MW, Apr.

Corporate Safety Through Computer Auditing, James Carlin, C.A.M., MW, Aug.

Corporate Telecommunications: A Manageable Resource, Ronald R. Thomas, MW, Apr.

Do You Control Your Computer Or Does It Control You?, Philip D. Ameen, MW, Nov.

Documentation: Data Processing's Skeleton in the Closet, Richard M. McConnell, MW, Sept.

DP Employment Guide, GEN, Oct.

Electronic Trade Network, GEN, Sept.

FORTRAN Most Popular, GEN, Spring.

The Great Debate: Effectiveness Vs. Efficiency, Karl D. Hellwig, MW, Sept.

Indexing and Retrieval of Roll Film Formats, Harold G. Nonemacher, MW, Jan.

Indexing and Retrieval of Unitized Microformats, Harold G. Nonemacher, MW, Feb.

Is Your Telephone System Up To Par?, S. J. Kalow, C.A.M., MW, Aug.

The Management Communications Highway For Today and Tomorrow, Norman H. Wright, Jr., MW, Jan.

Mastering Micrographics, Harold G. Nonemacher, MW, July.

Mastering Micrographics Part 2, Harold G. Nonemacher, MW, Aug.

Microfilm Systems Booklet Offered, GEN, Oct.

Minicomputers in Business, Ronald S. Kintisch, MW, Feb.

Minicomputer Sales, GEN, Spring.

New Document Retrieval Package, GEN, Nov.

New DP Vendor Directory, GEN, Oct.

Outlook — Systems and Information Management Division, 1976 — 1977, N. Todd Praigg, Jr., C.A.M., MW, June.

Paper Piles Vs. Cathode Ray Tube (CRT), J. E. Champion, MW, July.

Point Of Entry, J. E. Champion, MW, Dec.

Production Standards In a Word Processing Center, Leslie I. Petrovich, MW, Feb.

Redactron Communicating Typewriters, GEN, Sept.

Steps to Effective Documentation, Richard McConnell, MW, June.

Systems Analysis for the Small Company, Gary A. Studer, MW, Feb.

Taming the Paperwork Explosion, T. P. Tappy, MW, July.

To Automate or Not To Automate . . . Richard D. Weirich, MW, Oct.

What's New In Minicomputers, Amy Wohl, MW, Dec.

Word Processing Comes of Age, Amy Wohl, MW, Oct.

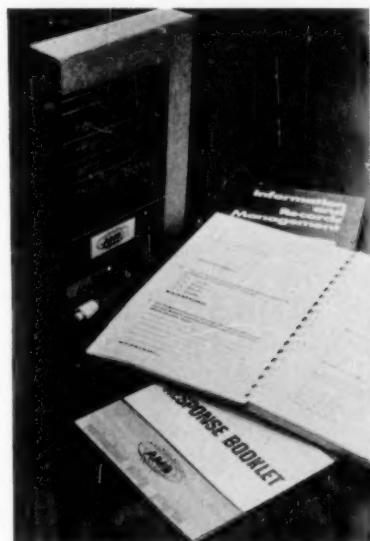
Word Processing Market, GEN, Sept.

Word Processing Turnaround Time, J. R. Whitehead, MW, Sept.

Your Private Branch Exchange (PBX), Ronald R. Thomas, MW, June.

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